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11 February 1958

MEMORANDUM FOR: Chief, Intelligence School

SUBJECT : Weekly Activities Report #7
5 February - 11 February

1. Basic Supervision. The third large follow-up meeting for alumni of Basic Supervision was held on 6 February in 117 Central. Approximately 60 people attended to hear Col. White, DDS, speak on current Agency situations pertinent to first line supervisors. The meeting lasted longer than had been anticipated largely because of the interest shown during the question period. It is hoped that the next large group meeting of this kind will be scheduled for some time in April.

As of this date, 32 people have applied for Introduction to Supervision (GS 9-11), 17-21 February, and 22 for the regular Basic Supervision (GS 9-11), 3-4 March. Enrollment for each will be cut back to 18.

X1 [] FI/RI, called to suggest our viewing a film, "Introduction to Work Sampling", procured and shown by the Management Staff. We have requested a copy through the Audio Aids Section.

Several of the brief but pointed supervisory situations which are used as cases have been sent [] This is the first step in the plan to convert certain cases to films for use in Basic Supervision. 25X

X1 Basic Management. Basic Management #41 (GS 13-15) is currently in the second week of the course. The nineteen students enrolled have heard lectures by and discussed Agency activities with both Herman [] Deputy IG, and [] assistant to the D/DC.

Document No. 228 46NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS 3 (6)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 10 March 1978 [] 25X~~CIA INTERNAL USE ONLY~~

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2. Management Special. The Registrar reports that the Training Request forms have been received from ORR. These are to be sent to [] on 11 or 12 February in preparation for the Management Conference beginning 24 February.

On 10 February, [] to discuss logistical requirements for the ORR Management Conference. Virtually all of our requirements have been anticipated. The splendid and efficient cooperation on the part of [] and others is deeply appreciated and augurs well for the success of the Conference.

3. General. [] is enrolled in Administrative Procedures which began on 10 February. The Management Training Ship, now deprived of its rudder, careens wildly, on administrative seas, traveling in ever-decreasing concentric circles. Who can tell how all this will end?

[]
/Chief, Management Training Faculty

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